

Date: [Insert Date]

To: [Owner Name]

Property: [Property Address]

Dear [Owner Name],

As tax season approaches, I am writing to provide you with an update regarding your property and the necessary financial documentation for your filings.

Attached to this email, you will find your Year-End Cash Flow Statement and your 1099-MISC form for the [Insert Year] tax year. These documents summarize all rental income collected and expenses paid for repairs, maintenance, and management fees over the past twelve months.

Property Update:

The property is currently [Leased/Vacant]. [Add one brief sentence about property condition or recent inspections].

Action Required:

Please review the attached statements. If you have questions regarding specific line items or require additional receipts for your records, please let me know by [Insert Date] so we can address them before your filing deadline.

As a reminder, all original digital copies of invoices are also available for your review in the [Owner Portal Name].

Thank you for your continued trust in our management services. Please let me know if there is anything else you need to prepare for your tax appointment.

Best regards,

[Your Name]

[Company Name]

[Phone Number]

[Email Address]